



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Program Specialist Team Leader

The Mississippi State Department of Health, Office of Women's Health, is seeking to fill a Program Specialist Team Leader vacancy. This position serves as the Coordinator for multiple state, non-federal, and federal funded projects falling under the Maternal and Infant Health Bureau, to include and not be limited to projects focused on improving maternal and infant health outcomes, as well as legislatively mandated programs such as the Maternal Mortality Review, Fetal Infant Mortality Review, and Child Death Review. This position will support contract/subgrant development and monitoring, to include working with accounting staff to assure timely processing of payments and reimbursements directly to vendors.

The ideal candidate will possess knowledge of Uniform Guidance and experience in managing federal grants and subgrants with high stakes deliverables. Must have exceptional skills in customer service, presentation/slideshow development, teaching/education, public speaking, networking/collaboration, supervision/management, technical writing, and a solid command for all current office technology and common software.

Salary Range: \$56,345.82 - \$67,614.98 (based on education and experience)

Location(s): Central Office (Jackson, MS)

Qualifications: Typically requires a Bachelor's Degree, 5-7 years of related experience.

How to apply: Interested applicants should submit: (1) Cover letter indicating interest in this position and location/area and (2) *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

Mississippi State Department of Health
Office of Human Resources
Attention: Office of Women's Health Director
P.O. Box 1700
Jackson, MS 39215

To learn more about the Mississippi State Department of Health, please visit our website at <http://www.msdh.state.ms.us>